

U.S. COAST GUARD TRAINING CENTER YORKTOWN MWR FACILITIES GUIDE

MWR



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Berthing Facilities

Cain Hall

Reserved for all active duty and reserve personnel (E-7 and above, GS employees) attending schools or conferences. Morale, Well-being, and Recreation (MWR) also operates guest quarters in Cain Hall. ***Reservations for guest rooms are required: call (757) 856-2378 checkout time is 1200.*** See TRACEN YORKTOWNINST 11103.1 (series), available from the school Yeoman, for more information.

Lafayette Hall

Reserved for all active duty and reserve personnel (E-4 through E-6) attending schools or conferences and for all reserve personnel in a drilling status, regardless of pay grade.

Lincoln Hall

Reserved for “A” School students.

Steuben Hall

Reserved for “A” School students. Information Recourse management (IRM), and Administration are located in this building.

Berthing Facility Services

Housekeeping services including linen and room cleaning are available for Cain Hall occupants Monday- Friday (except holidays). Linen service is available in Lafayette, Lincoln, and Steuben Halls each Monday (Tuesday if Monday is a holiday). Cleaning supplies, irons, and ironing boards, are available at the front desk in each barracks. Each barracks building has soda and snack machines, pool tables, and ping pong tables in the lounges. Each building also offers coin-operated washers and dryers.

Cain Hall Housekeeping Service

Housekeeping services are performed in all rooms of Cain Hall every day except **Thanksgiving, Christmas, and New Years Day**. The housekeepers provide the services listed below:

General overall cleaning of the room and toilet/shower area
Fresh towels provided daily
New bar soap provided daily
New cup provided daily
Clean linen will be placed in your room on Thursday for linen exchange on Fridays
Beds will be made with fresh linen every Friday

NOTES:

Before the housekeepers can clean your room, you must stow your personal belongings or order them neatly about the room. If you leave your room a cluttered mess the housekeepers will not clean it.

The housekeepers will make your bed on Friday only. It is your responsibility to make your bed every other day.

The **DO NOT SERVICE** signs are not honored during the weekday.

If a **DO NOT SERVICE** sign is on the door on the **weekend**, there will be no service of any kind rendered for that given day. (Example: no trash removal, towel etc) The front desk personnel will not be able to retrieve these items at all for you. The housekeeping staff will provide service the next business day.

Only occupy one half of the room, you will receive a roommate.

Lost/misplaced keys must be reported to the front desk. The lost key cost is \$5.00 this report must be turned in to Lafayette Hall room 152 M-F, between the hours of 7:30am – 4:30pm.

If you have any questions, please refer them to x2069.

Maintenance

Rooms are inspected weekly, but MAA may miss some discrepancies. You can help maintain and improve the condition of your room by promptly reporting maintenance problems. We offer three ways to obtain maintenance assistance. In all cases, feel free to contact our front desk staff to report problems. If you prefer, you may file a barracks work order (one is contained in this check in package) using the drop box by the front desk; think of it as the maintenance request card found in most hotels. The CMAA staff checks the work order box twice daily. Notify your class advisor or instructor if problems persist. And, finally you can call Facilities Engineering at 2215.

Utility/Water Conservation

The Hampton Roads has suffering a water shortage in the past. Please do your part to support our conservation efforts by taking quick showers and doing full loads of laundry. We also appreciate your efforts to conserve electricity by turning off the lights when you leave your room, and keeping windows closed during the heating and air conditioning seasons.

Parking and Traffic Regulations

The speed limit on base is 20 MPH unless otherwise posted. The speed limit on the Yorktown Battlefield roads is 35 MPH. Use of seat belts for all vehicle occupants is mandatory. All students must ensure they register their vehicle with the security office. Students attending "A" Schools must display a green "student" decal on the front windshield of their vehicle. Students attending "C" Schools must obtain a vehicle pass to be displayed on the dashboard on the driver's side.

Parking aboard Training Center Yorktown is at a premium. We appreciate your help in managing this situation. Students may park in Lots 2 and 9 located behind Lafayette Hall, Lot 15 next to the ball field, Lot 23 near the electronic sign, and the first four rows of Lot 4 (Chapel Lot) nearest Lincoln Hall. Students staying in Cain Hall may park in the parking lot in front of Cain Hall and along the waterfront road (in designated parking areas). Student parking is also available along the Perimeter Road from the Chapel parking lot around the back side of the base and the dirt road leading to the MWR boat ramp.

Personal Weapons

Students are not authorized to bring weapons of any kind to Training Center Yorktown. In those rare cases when this inadvertently occurs, personal weapons must be surrendered to the Command Duty Officer (CDO) and Duty Gunners Mate via security at the front gate for further transfer to the Armory. Any weapons surrendered or confiscated will be returned upon departure from the TRACEN.

Points of Interest

Army Transportation Museum
Located at Fort Eustis.

Busch Gardens- (Seasonal)

Colonial Williamsburg

Jamestown Settlement

Langley Speedway- (Seasonal)

Mariner's Museum

NASA's Visitor's Center

Virginia's Living Museum

*** Water Country USA- (Seasonal)**

Yorktown Battlefield

***Yorktown Victory Center**

GYM/POOL COMPLEX

856-2128

The Gym hours of operation are:

Monday -Friday 0545-2130

Saturday 0800-2130

Sunday 1000-2130

Holidays 1200-2130

The Pool hours of operation are: Monday-Friday

0600-0730**

1130- 1300**

1630-1930**

1930-2100

Saturday-Sunday 1200-2100

Holidays Closed

** Lap swimming only

The Gym/Pool complex includes the following facilities:

Multi-purpose Gym court	Twenty-Five Meter Pool
Multi-purpose Athletic Field	Sauna
Cardiovascular Room	* Sand Volleyball Court
Aerobics Room	* Two Picnic Pavilions
Nautilus/Cybex Room	** Ticket Sales window
Racquetball Courts	Weight Room
Tennis Courts	MWR Admin office

* Available for unit, class and private parties. Private or personal requests for use must be submitted at least 30 Days in advance. Requests for morale funds only should be submitted 7 days in advance.

** Tickets are available for Busch Gardens, Water Country, Kings Dominion, Jamestown Settlement, Yorktown Victory Center, Colonial Williamsburg, Universal Studios and Walt Disney World. Brochures and price sheets in gym lobby. Call 856-2130 for additional info.

CYBER CAFÉ

856-2850

The Cyber Café is located in Stueben Hall. Twenty-three desktop computers are available for high-speed gaming, email, word processing or just surfing the Internet. Time codes can be bought from a vending machine for \$5 (85 minutes), \$10 (185 minutes) and \$20 (400 minutes). Laser printer is available (one minute of computer time is deducted for each page printed).

Wired and wireless Internet service is also available for students bringing their own laptop. Laptop time can be bought online with a credit card for \$3.60 per hour or partial hour; \$6 for all day, \$20 for all week or \$49 for all month.

Also available is a full-service coffee bar offering a variety of snacks. For more information contact (757) 856-2850.

Computers: Mon-Sun 0700-2230

Cafe: Mon-Fri 0700-1300 and 1600-2000 Sat-Sun 1200-2000

MOVIE THEATRE

The movie theatre is located in Washington Auditorium. Movies are shown on Wednesday, Thursday, and Saturday. The theatre opens at 1800 and the movie starts at 1830. Admission is free. Schedules online or in Gym lobby box by ticket window.

ENLISTED DINING FACILITY (CGDF)

856-2728

Open to all eligible patrons.

Hours of operation: Breakfast - 0630-0730

Breakfast on Weekend & Holidays – 0700-0900

Lunch - 1100-1230

Dinner - 1630-1800

AUTO HOBBY SHOP/OUTDOOR RECREATION

856-2279

A 4 bay garage and an outside area to wash cars & trucks is available for rent by the hour to work on your personal vehicles. Our auto hobby has necessary tools and equipment available from changing your oil to changing your engine or transmission.

Hours of operation:

Summer 1 Apr-30 Sep

Winter 1 Oct-31 Mar

Monday-Friday 0900-2000

Monday-Friday 0900-1830

Saturday-Sunday 0900-1700

Saturday-Sunday 0900-1700

Closed Federal Holidays

Equipment for rent includes the following items. Call ahead for prices and availability.

CAMPING:

Pop up Camper

Cook Kits

Coolers

Lanterns

Stoves

Rod & Reels

Canopies

Tents

Sleeping Bags

Grills

Cots

BOATS:

Canoes

Kayaks

Paddles/Trailers

YARD EQUIPMENT:

Weed eaters

Pressure washer

Chipper/shredder

Rot tillers

Aerator

Generator

Log splitter

Rakes/shovels

10 Ft. Ladders

Lawn mowers

Extension ladder

Chain Saw

Nail guns

Other:

Paint Ball Equipment

Tables

Trailers

Golf Clubs

Bikes

Canopies

FISHING PIER

Fishing passes are sold along with all your fishing supplies at the Auto Hobby Shop (AHS). TRACEN's pier extends over 600 feet into the York River. TRACEN students may fish for free, but need a pass; the AHS has fishing gear to rent or purchase. All fishermen must have a pass from the AHS to fish on the pier, including guests. A Virginia State fishing license is not required on the pier.

PICNIC PAVILIONS

MWR has two picnic pavilions which maybe reserved for TRACEN student class parties, office parties, etc. at no cost. Restrooms, shower and, laundry facilities are located by the main site. Reservations forms are in the gym lobby. You can call to check availability first by calling 856-2128 during duty hours. Ask for facility reservations clerk.

PORT OF YORK

The Port of York (POY) is a full service dining facility on the water for E7/GS7 and above E6/GS6 and above - lunch only. Sunday Brunch is All Hands. The restaurant/lounge/bar is capable of seating up to 120 people and overlooks the York River. The POY is available for special functions such as retirements, promotions, wedding receptions, conference, etc. For inquiries or reservations contact the office manager at 757-856-2286 or 2106.

Hours of operation:

Monday-Friday 0700-0800 - Breakfast buffet
1115-1300 – TCY Personnel
1145-1300 – All others
Lunch menu (Full Meal or Soup/Salad)
1730-2000 – (bar hours: 1630-2030)

Saturdays closed for special functions

Sunday Champaign Brunch open to all hands served 1000-1400-
Special rate for children under 12

* Closed on Federal Holidays and Sundays before
Monday Federal Holidays

LIBERTY LOUNGE II

856-2325

Open to all enlisted personnel E6 and below. A full service grill and menu is available.

Hours of operation:

Monday – Thursday	1700 - 2300
Fridays & Saturday	1700 – 0000
Sundays	1700 – 2300*
*Seasonal: NFL Sunday Ticket	1300 - 2300
Closed on some Federal Holidays	

CG TRACEN EMERGENCY AND OTHER ACTIVITIES PHONE NUMBERS

Emergency:	856-2911
Emergency Information Recording:	856-2000
Command Duty Officer:	856-2114
Officer of the Day after 1600:	856-2354
Security:	856-2314
Medical appointments:	56-2230
Facilities Engineering:	56-2215
Chapel:	856-2778
Barber Shop	856-2389
Dry Cleaners/Tailor Shop	856-2162
CGES Main Exchange	856-2153
Langley Federal	890-0519
CGES Mariners Mart	856-2656
Subway	856-2017

RELIGIOUS PROGRAMS

Services

TCYorktown has regular Catholic and Protestant Sunday services in the Interdenominational Chapel. Information regarding special religious services and services for other denominations is available through the Chaplain's Office. For additional information and other programs call (757) 856-2778.

Catholic Mass Catholic Sunday Masses - 1030 & 1630 (Student Mass) Catholic Daily Mass - Mon - Thurs @ 1130	Sacrament of Reconciliation 1130 Mon - Thur 1130 Mass	Protestant Worship 0900 Sunday Worship Service
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Weekly Events

- Open AA meeting - Chapel Library - **1145 Thursdays**
- Weekly Bible Study - **Wednesday's @ 1145 - 1245**

Does your group need space?

Any groups (ex: Bible Study, Spiritual Development, Mentoring. etc) that would like to use the Chapel or the Chapel Library please contact the Chapel Office at 856-2778.

Protestant Services - Sunday Protestant Worship - 1100

Catholic Mass - Saturday Roman Catholic Mass - 1700

Sunday Roman Catholic Mass - 0945

Daily Roman Catholic Mass - 1145

Weekly Bible study at the Chapel every Wednesday from 1140-1230.

LIBERTY VAN

Weekdays the van goes to the Patrick Henry Mall and local shopping centers. On weekends it also makes a stop at Fort Eustis and Williamsburg if desired. A schedule is posted on bulletin boards in all barracks common areas. Contact the OOD (X-2354) for run times, pickup locations & routes if you can't locate a schedule.

TRAVEL AGENCY

Located in Steuben Hall, Room 121 (757) 856-2229

Currently SATO Travel is the contractor and is available for official and limited personal travel arrangements. However if you have a traveled on a tickets used by different Travel management Center (TMC) you should contact that company.

Services – Monday – Thursday – 0800 - 1600

Closed for lunch 1300 - 1400

Friday – 0800 - 1400

COAST GUARD MUTUAL ASSISTANCE PROGRAM

Financial aid is available for eligible personnel experiencing certain emergency or housing needs. Students who need assistance should see their class advisors.

CRAIK MEDICAL CLINIC

Phone 856-2230/2345

Regular Hours: Mon, Tues, Thursday – Friday 0700 – 1530

Wednesday 0700-1530

Sick Call Hours: Monday – Friday 0700 (Students)

Monday – Friday 0730 (Permanent Party)

EMPLOYEE ASSISTANCE PROGRAM

Located in Old York Chapel Offices. 24 hours, 7 days a week

On the Peninsula, appointments with the on-site EAP Counselor ([Sharon Finn](#)) are available at TCYorktown by calling: (757) 856-2161

Training Center Yorktown's Employee Assistance Coordinator (EAPC) is [Kristine Wisely](#) (757) 686-4028. Kristine provides and coordinates life skills training, personal financial management and assistance, victim/witness assistance, Red Cross tragedy coordination, and preventive education training for rape/sexual assault, workplace violence and suicide awareness. After hours emergency only please call the Atlantic Area Command Center at (757) 398-6231 and they will contact her.

EAP Counseling Services

The Coast Guard recognizes that the well being of our personnel and their family members is very important. To use EAP counseling services call the following toll free number. This service is available 24 hours a day, 7 days a week. (800) 222-0364

WHAT CAN I EXPECT FROM THE EAP?

Assistance is available to employees and, in some cases, their immediate family members.

- Help you assess the problem; Provide short-term counseling or problem solving
- Follow-up to ensure you receive quality assistance

WHAT KINDS OF PROBLEMS CAN THE EAP HELP YOU WITH?

Our professional counselors are prepared to assist you with virtually any issue or problem that may arise.

WHAT WILL IT COST?

There is no charge to you for EAP services.

IS THE EAP CONFIDENTIAL?

EAP services are confidential within the limits of the law.

LEARNING RESOURCE CENTER

Located in Canfield Hall, 1st Deck

Phone 856-2104

Hours: Mondays, Wednesdays & Friday 0830-2130

Tuesday & Thursdays 1100-2130

Saturday, Sundays & Holidays 1300-2100

LEGAL ASSISTANCE STAFF

Located in Thayer Hall, Room 217

Students should see their class advisors or instructors prior to seeking an appointment.

POST OFFICE

Located in Thayer Hall room 111

Civilian US Postal Service

856-2169

Mon-Friday: 1100-1300 / 1400-1500

Military Mail Room

856-2580

Hours: Monday – Friday 0700 – 1600

Both closed on Weekends and Holidays

Personal military mail should be addressed to:

Your Rank/Rate, Name

Name of School, Class number

USCG TRACEN YORKTOWN

END OF 238

Yorktown, Va., 23690-5000

LIBRARY

Located in Canfield Hall, 1st Deck

Phone 856-2396

Hours: Mon-Fri

1100-1300 & 1700-2100

Lab: Call for hours: shared w/ LRC

Librarian: Monday – Friday

1100-1300

Saturday, Sunday

1200-2100

MWR & Other related Training Center Instructions

NUM	TITLE	DATE	DIV
1710.10B	ABOVE INTRAMURAL TEAM/INDIVIDUAL SPORTS GRANT PROGRAM	12/23/2005	FM
1710.2I	MORALE PARTY POLICIES & PROCEDURES	2/2/2005	FM
1710.4C	FLOWER PROGRAM	4/4/2005	FM
1710.5F	FISHING & CRABBING REGULATIONS ENCLOSURE 1 ENCLOSURE 2	3/1/2005	FM
1710.7D	TRAINING CENTER YORKTOWN MORALE COMMITTEE	10/20/2004	C
1710.8D	USE OF GYM COMPLEX	3/1/2005	FM
1746.1A	USE OF THE PORT OF YORK & LIBERTY LOUNGE	2/28/2005	FM
5450.3E	USE OF TRAINING CENTER YORKTOWN (TCY) DINING FACILITY	2/21/2005	F
11106.5F	PIER REGULATIONS	2/4/2005	E

Federal Holidays:

New Years Day

MWR Limited

Base facilities closed

Martin Luther King Jr. Day

MWR Limited

Base facilities closed

President's Day

MWR Limited

Base facilities closed

Memorial Day

MWR Limited

Base facilities closed

Independence Day

MWR Limited

Base facilities closed

Labor Day

MWR Limited

Base facilities closed

Columbus Day

MWR Limited

Base facilities closed

Veterans Day

MWR Limited

Base facilities closed

Thanksgiving Day

MWR Limited

Base facilities closed

Christmas Day

MWR Limited

Base facilities closed



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|--------------------------|--------------------------|------------------------------|
| 1 SECURITY | 11 CHAPEL | 21 BOAT FORCES CENTER |
| 2 CG DINNING FACILITY | 12 GYM/POOL & MWR | 22 CAT/OUTBOARD |
| 3 LAFAYETTE HALL | 13 EXCHANGE | 23 CRAIK CLINIC |
| 4 STEUBEN HALL | 14 THAYER HALL | 24 CGC CUYAHOGA MEMORIAL |
| 5 LINCOLN HALL | 15 OLD YORK VILLAGE SITE | 25 AUTO HOBBY & OUTDOOR REC. |
| 6 HAMILTON HALL | 16 MARINER'S MART | 26 MAIN PIER |
| 7 CANFIELD HALL | 17 MAINTENANCE | 27 SMALL ARMS RANGE |
| 8 MARTIN HALL | 18 PORT OF YORK | |
| 9 ELBERT HALL | 19 CAIN HALL | |
| 10 WASHINGTON AUDITORIUM | 20 TAYLOR HALL | |